

SECRET

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CIA CONTRACT REVIEW BOARD
(Responsibilities and Authorities)

1. The CIA Contract Review Board shall function in an advisory and recommendatory capacity to the Director of Logistics in support of his responsibilities as senior Agency official responsible for Agency-funded procurement operations. The Board shall review proposed contract actions, as described below, and also operationally approved procurement requests which, by their nature, are of contractual policy, procedural or operational significance. It shall monitor the overall effectiveness of Agency-wide procurement policies.

The Board's responsibilities shall be discharged without assumption of operational, technological or contractual responsibility --- its responsibilities remaining advisory and recommendatory.

2. Prior Review of Proposed Contract Actions

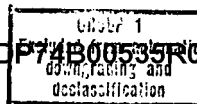
The Board shall review proposed contracts or additional scope amendments individually in excess of \$150,000 valuation, or overrun funding amendments if overrun funding exceeds \$22,500 and also exceeds 15 percent of original cost estimate.

Such review of individual contracts or classes of contracts may be waived by the Board with the concurrence of the Director of Logistics.

3. Review of Operationally Approved Procurement Requests

Subsequent to appropriate operational and command program approval of procurement requests estimated to exceed \$150,000, copies of such requests shall be

SECRET



SECRET

forwarded to the Board for its initial consideration. Any member, believing such requests to present unique contracting policy or substantive considerations, may request the Board's approval to invite appropriate representatives of the sponsoring Directorate to brief the Board on the proposed undertaking.

4. Appraisal of Agency Procurement Structure Post Review & Periodic Evaluation

In accordance with the provisions of paragraph 1, the Board shall, from time-to-time, give the Director of Logistics its views on the overall effectiveness of Agency-wide procurement policies, procedures and practices, and the efficacy of the *of the performance of*
organizational procurement units
procurement unit concept, to include:

- a. Adherence to established Agency procurement policies.
- b. Procurement team participation in the formulation-of-requirements cycle.
- c. Audit assistance and liaison.
- d. Security assistance and liaison.

5. Organizational Changes

Proposed major organizational changes within Directorates that affect the procurement function may be submitted to the Board by the Director of Logistics for its comments and recommendations. Based on its general level of knowledge and experience, the Board may recommend organizational changes to the Director of Logistics, including delegations of contracting authority, assignments of functional workloads, and other appropriate matters, for accomplishment of the Agency's unique procurement needs in support of the DCI's responsibilities as established by Public Law 110 (1949), as amended, or as otherwise supplemented.

SECRET

SECRET

6. Procurement Team Support

The Board may recommend appropriate policies, procedures and philosophies for facilitating action of cognizant procurement team(s).

7. Procurement Studies

The Board may be requested by the Director of Logistics, Agency Directorates, or higher authority to make observations and comments on the Agency's procurement processes. It shall be constantly aware of the general overall effectiveness of the Agency procurement program and may, from time-to-time, furnish the Director of Logistics with its observations.

8. Inter-Agency Procurement Relationships

The Board shall recommend policies and procedures for inter-agency joint or accommodation procurement. The Chairman of the Board shall, in the absence of any other designee for this purpose, be the Agency representative to inter-agency procurement boards and committees.

9. Board Advisors and Staff

a. The Board shall be furnished legal, audit and security advisors to participate in all Board responsibilities.

b. Additional Advisors and Consultants. The Board, through the Director of Logistics, may request attendance of Agency personnel at specified Board meetings to advise and consult with the Board on matters properly before the Board and within their special expertise or knowledge. Any such request shall provide a reasonable time for such appearance and shall indicate the general scope of information or advice desired from those so requested.

SECRET

SECRET

Reports & Staff Studies

c. Informational Requests. The Board, through the Director of Logistics,
may request cognizant Agency units to submit to it informational reports covering
periodic statistical and performance
various aspects of the Agency's procurement process *or to accomplish special staff studies* as reasonable and necessary
for the Board's proper and enlightened functioning.

d. Board Staffing. Except for regular Board membership, its staff shall
be kept to a minimum of an Executive Secretary, to be appointed from the Director
of Logistics' Career Service, plus the necessary minimum of secretarial and clerical
staff. It is the intent that the Board shall rely, for staff studies and staff support
types of reports and information, on existing or future established procurement
organizational units or staffs.

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